

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   7</b>	
2. AMENDMENT/MODIFICATION NO. <b>0003</b>		3. EFFECTIVE DATE <b>12-Feb-2004</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY US ARMY ENGINEERING & SUPPORT CENTER CEHNC-CT 4820 UNIVERSITY SQUARE HUNTSVILLE AL 35816-1822		CODE <b>W912DY</b>		7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. <b>W912DY-04-Q-0002</b>	
				X		9B. DATED (SEE ITEM 11) <b>20-Jan-2004</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>SEE ATTACHED</b>							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: EMAIL:			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		12-Feb-2004	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**The following items are applicable to this modification:**SF30 CONTINUATION PAGE

A. The purpose of this amendmet is to rescind the current Statement of Work in its entirety. A revised Statement of Work is attached. Major changes to the Statement of Work include: (1) Date change for the Honolulu, HI session, (2) Removal of Master's Degree requirement for Assistant Instructor, (3) Changes in 52.212-2 Evaluation-- Commercial Items, (4) Requirement for telephonic, post-award meeting. There is no responsibility on the part of the Government that these are the only changes.

B. For information only - the Corps of Engineers Learning Organization Doctrine can be found at <http://pdsc.usace.army.mil/>

C. The 13 February 2004 closing date is changed to 24 February 2004, 4:30 PM local time. Quotations may be submitted on the SF 1449 with a technical description of the items being offered in sufficient detail to evaluate compliance with the requirements stated in the solicitation. Complete the representations and certifications at FAR 52.212-31. Information regarding past performance, when included as an evaluation factor should list contract numbers, points of contact with telephone numbers, and other relevant information. See Block #6 for the submission address, ATTN: Rose C. Barton, W912DY-04-Q-0002 noted on the envelope.

Scheduled delivery of regular sessions of the existing course for approximately twenty-seven (27) participants per session is based on existing course materials developed for the Corps of Engineers. Each session includes three (3) days of course facilitation by two (2) facilitators, and one day of attendance and assistance for an additional day of instruction by a Gallup Corporation, Inc., consultant (under a separate contract to be generated by the PDSC), update of materials/content, course administrative tasks and classroom management.

### **3.0 Contractor's Requirements and Tasks**

**3.1** The contractor shall provide (other than those provided by the government) all services, personnel, materials, audio-visual aids and travel and lodging for contractor personnel.

**3.2** The contractor shall provide an instructor team, which shall consist of two instructors. Instructors proposed to teach shall be delineated in the proposal and will be deemed "key personnel." The team shall consist of one principal instructor and one assistant instructor.

**3.3** Both instructors shall be present during the full 32 hours of instruction.

**3.3.1** There shall be one principal instructor and one assistant instructor.

**3.3.1.1** One or more prospective instructors who are Corps of Engineers employees may be present to observe or instruct during any session.

**3.4** A telephonic post-award meeting, if needed, will be called after contract award.

### **4.0 Education, Practical Work Experience, and Teaching Experience**

#### **4.1 Demonstrated successful experience in developing and implementing curriculum for moving organizations through a major business transformation working with leaders at all levels**

**4.1.1** Principal instructor should have demonstrated successful experience during the past five years in addressing/resolving ten or more of the leadership-related topics set forth in paragraphs 2.1 and 2.2 above. This experience should also include demonstrated knowledge and applied experience in facilitating significant organizational change using a systems approach that focuses on culture, processes, and structure. During these five years of experience, the principal instructor shall have devoted at least 50% of his/her time to these functions.

**4.1.2** Assistant instructor should have experience during the past three years in addressing/resolving eight or more of the leadership-related topics set forth in paragraph 2.1 and 2.2 above. This experience should include demonstrated knowledge and applied experience in facilitating significant organizational change. During these three years of experience, the assistant instructor shall have devoted at least 50% of his/her time to these functions.

**4.1.3** Both instructors should be knowledgeable about the Corps of Engineers Learning Organization Doctrine.

#### **4.2 Demonstrated experience in engaging adult learners in a participative learning environment resulting in heightened self-awareness and expanded organizational understanding.**

**4.2.1** Principal instructor should have 200 hours of teaching experience during the past five years in leadership in a learning organization. This teaching experience shall have involved instructing adult learners in a work-related rather than an

academic setting. It should include demonstrated experience in teaching working adults representative of multiple generations, multiple learning styles, and a diversity of engineering, scientific, and other technical disciplines. Topics covered in this 200 hour of instruction shall have included ten or more of the topics set forth in paragraph 2.2 above.

- 4.2.2** Assistant instructor should have 150 hours of teaching experience during the past three years in public involvement. This teaching experience shall have involved instructing adult learners in a work-related rather than an academic setting. It should include demonstrated experience in teaching working adults representative of multiple generations, multiple learning styles, and a diversity of engineering, scientific, and other technical disciplines. Topics covered in these 150 hours of instruction shall have included eight or more of the topics set forth in paragraph 2.2 above.

**4.3 Demonstrated theoretical and working knowledge and applied experience in organizational dynamics, strategic thinking, organizational development, learning organizations, and culture change**

- 4.3.1** Principal instructor shall possess an earned Master's degree from an accredited college or university in public administration, psychology, or organizational development, or with a major area of emphasis which directly relates to four or more of the topics set forth in paragraph 2.2 above. A Baccalaureate degree in a related field plus five years of teaching experience in one or more of the following areas can substitute for a master's degree. Related fields include: business, sociology, psychology, or public affairs.
- 4.3.2** Assistant instructor shall possess demonstrated experience in facilitating significant change in organizational culture in accordance with the USACE Learning Organization Doctrine. During these three years of experience, the assistant instructor shall have devoted at least 50% of his/her time to these functions.

**4.4 Theoretical and working knowledge of the learning organization sufficient to help students integrate the USACE Learning Organization Doctrine into their daily work setting.**

- 4.4.1** Both instructors should document theoretical and working knowledge of the learning organization sufficient to help students integrate the USACE Learning Organization Doctrine into their daily work settings.

**4.5 Certification/experience administering and interpreting personality instruments.**

- 4.5.1** One instructor on the team shall provide documentation of certification and experience in the administration and interpretation of personality instruments designed to increase student awareness of the impact of various personality types on styles of leadership.

**5.0 Contractor's Administrative Requirements for session(s) not in Huntsville**

- 5.1** The contractor shall arrive at the class site the day before the instruction starts to perform pre-course administrative requirements.

- 5.1.1** Verify proper classroom set-up and material distribution.

**5.2 Administer student registration.**

**5.2.1** Each student is required to complete the government-furnished registration form. The contractor shall ensure all necessary information is entered on the form.

**5.2.2** The contractor shall prepare draft class roster, including the name, organization, and phone number of each student. The contractor shall submit this draft to hotel personnel for typing a second draft. The contractor shall circulate this second draft among the students to ensure accuracy of the information. The contractor will then return the draft to the hotel personnel for preparation of an alphabetized official class roster with a copy for each student and instructor and three copies to return to PDSC.

**5.2.3** The contractor will have hotel personnel digitally print the name of each student on a government-furnished certificate of completion. The principal instructor shall sign each certificate.

**5.3** Collect training forms. Collect and sign an approved training form (DD 1556 or equivalent) from each student. Any student who does not have one must present one, for example via fax, before the end of the session as a condition of receiving a completion certificate. The principal instructor shall sign each approved training form as "accepted" by the school official. The contractor shall return the signed approved training forms to the PDSC.

**5.4** Administer classroom management. The contractor shall ensure that all students are accounted for during class hours. If required, contractor shall counsel students regarding tardiness, inattentiveness, or lapses of courtesy during class activities. Repetitive offenders shall be brought to the attention of the government by calling 256-895-7450 or 256-895-7453 for instructions.

**5.5** Administer/interpret a personality types instrument for each student.

**5.6** Administer the end-of-course evaluation. Each student is required to complete a government-furnished end-of-course evaluation. The contractor shall ensure that all required student personnel information is entered on the evaluation form. The contractor shall return the original completed course evaluation forms to the PDSC.

**5.7** Administer completion certificates. The contractor shall present a certificate to each student meeting the completion requirements. For completion of the course a student must attend a minimum of 80% of class time and be present at the end of the class. Any absences must be excused absences. Typical examples of excused absences are illness and emergencies. Early departures for airline flights are not excused absences. A student's failure to comply with any of the above will result in the certificate being withheld and forwarded to the PDSC. When a certificate is withheld and forwarded to the PDSC, a brief explanation of the circumstances shall accompany it. If the contractor is unsure whether or not to issue a completion certificate, the principal instructor should call 256-895-7450 or 256-895-7453 for clarification.

**5.8** Ensure the return of equipment and documents to the PDSC.

**5.7.1** On the morning of the last day of class, schedule a pickup of equipment and other materials in accordance with the instructions provided.

**5.7.2.** After the session ends, pack equipment, registration forms, class rosters, signed training forms, completed evaluation forms, and surplus instructional materials. Affix a return address label (provided) to each box.

**5.7.3** Inform the hotel POC of the time of the scheduled pickup, and give that POC the waybill (provided).

## **6.0 Government Furnished Materials and Equipment**

**6.1** The government shall provide existing course materials developed for the Corps of Engineers for the instructors.

**6.2** The government shall provide adequate classroom space to accommodate students, instructors, and presentation materials.

**6.3** The government shall provide PROSPECT registration and evaluation forms, certificates, and all training equipment.

**6.4** The government shall reproduce/duplicate instructional materials for each participant.